



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
UNIVERSITY PARKING ENFORCEMENT OFFICER II	25	D	11.271
UNIVERSITY PARKING ENFORCEMENT OFFICER I	22	D	11.273

SERIES CONCEPT

University Parking Enforcement Officers perform duties involving the patrol of all parking areas within the University's jurisdiction, the enforcement of parking violations and performs other parking-related services within the Department's public safety programs as required or assigned.

Patrols the campus, on foot and in vehicle, especially the parking lot areas, for the purpose of enforcing the University's parking regulations. Enforcement is accomplished by issuing parking citations, courtesy cards or warnings when a violation is observed; and checking license plates of parked vehicles against an impound report and, when indicated, impounding wanted vehicles for outstanding fines by placing an immobilization boot on one of the vehicle wheels or by arranging for physical removal of the vehicle.

Performs shuttle bus services to relieve crowded parking conditions by driving students from outlying parking areas to campus buildings. As part of this function, the University Parking Enforcement Officer keeps maintenance records on each bus, recommends maintenance and repairs when needed and, upon supervisory approval, arranges for maintenance to be performed.

Provides parking assistance at all special events held on campus to direct traffic flow and to ensure safety and compliance of parking regulations during times of heavy vehicle congestion. This function is accomplished by tracking special events held on campus daily, using scheduling calendar; directing traffic; setting-up, utilizing and taking down cones, barricades, signs and other equipment; assigning parking enforcement students for traffic control when necessary for large events; and issuing the necessary types of parking permits for those attending the event, which may include visitors, contractors, dignitaries or which may involve special types of vehicles (e.g., large buses or trucks).

Provides assistance to motorists by performing jump starts; unlocking vehicles when keys are locked inside; changing flat tires; helping people find their cars when they do not remember which parking lot their car is in; and performing other vehicle-related assistance for University members and visitors.

Repairs malfunctioning parking meters and collects coins from parking meters on a regularly scheduled basis. Coins are separated by denomination and a bank deposit slip is prepared. The University Parking Enforcement Officer deposits the monies, returns the deposit slip to the University Controller's Office and files a copy with the Parking and Traffic Office.

Works in the University Information Booth to direct the public and give out informational data.

CLASS CONCEPTS

UNIVERSITY PARKING ENFORCEMENT OFFICER II

Performs the full range of duties in the series concept. In addition, under general supervision, provides personnel and administrative supervision over one or more of the programs of parking enforcement, motorist assistance, shuttle bus services and special events, and the University Information Booth.

Supervises staff involved in the functions of parking enforcement, special events, motorist assistance, shuttle bus services and University Information Booth to ensure that work is performed and completed in compliance with established policies and procedures. This function is accomplished by: planning and scheduling work according to priority and availability of personnel; reviewing daily work of employees which includes citations, reports and logs; appraising, disciplining and evaluating employees and recommending personnel action to supervisor; establishing and maintaining good working relationships among employees by discussing problems, developing solutions and providing guidance and direction; and identifying training needs and conducting training sessions, meetings and daily briefings.

Maintains current inventory of forms and other supplies by tracking usage and ordering items when needed. Ensures that all parking enforcement equipment is in good working order.

UNIVERSITY PARKING ENFORCEMENT OFFICER I

Under general supervision, performs the full range of duties outlined in the series concept. The University parking Enforcement Officer I is the journey level in this series.

MINIMUM QUALIFICATIONS

UNIVERSITY PARKING ENFORCEMENT OFFICER II

EDUCATION AND EXPERIENCE:

I

Graduation from high school or equivalent plus two years experience in public contact work which included obtaining, clarifying or giving facts or information and planning, coordinating or advising on work efforts; OR

II

Graduation from high school or equivalent plus one year of experience performing duties similar to a University Parking Enforcement Officer I.

SPECIAL NOTES:

1. License: Eligible candidates must possess a valid Nevada Class C driver's license for appointment and continuing employment.
2. University Parking Enforcement Officers will be required to obtain and maintain a Nevada Class B driver's license after appointment if part of their job duties require them to operate a shuttle bus.

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state and federal regulations regarding safety requirements when operating a shuttle bus service including requirements for the handicapped. Knowledge of supervisory principles and practices needed to supervise parking enforcement personnel.

Ability to plan, schedule and supervise the work of others to ensure the proper completion of assignments.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of parking regulations and traffic control procedures applicable to the campus.

Ability to learn and apply campus rules and regulations to specific violations. Ability to observe and resolve parking or traffic problems. Ability to relate to faculty, staff, students and the general public in a tactful and cooperative manner. Ability to read and write effectively to carry out specific administrative duties.

In addition, must have all the knowledge, skills and abilities required of a University Parking Enforcement Officer I.

UNIVERSITY PARKING ENFORCEMENT OFFICER I

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent and one year of experience in public contact work which included obtaining, clarifying or giving facts or information.

SPECIAL NOTES:

1. License: Eligible candidates must possess a valid Nevada Class C driver's license for appointment and continuing employment.
2. University Parking Enforcement Officers will be required to obtain and maintain a Nevada Class B driver's license after appointment if part of their job duties require them to operate a shuttle bus.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of campus geography. Knowledge of University parking rules and regulations.

Skill in the use of hand tools to perform motorist assistance and parking enforcement functions.

Ability to use a two-way radio system with clear transmission of words and proper use of radio procedures. Ability to use traffic control devices and control traffic effectively.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of State driving regulations and ability to abide by them. Knowledge of proper grammar, punctuation and spelling necessary to complete required forms.

Ability to interact appropriately with colleagues, faculty, students and visitors to ensure parking enforcement actions are understood. Ability to remain alert and notice differences such as missing signs, lot damage, etc. Ability to implement directives, interpret and enforce rules and regulations with exactness, tact, impartiality and patience. Ability to establish cooperative working relationships with co-workers. Ability to work in adverse weather conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>11.271</u> 7/1/91P 10/19/90PC	<u>11.273</u> 8/27/77
REVISED:		7/1/91P 10/19/90PC